

**MINUTES / ACTIONS****AGENDA****STATE CIVIL SERVICE COMMISSION****GENERAL BUSINESS MEETING****WEDNESDAY, MAY 4, 2016****9:00 A.M.**

BYRON P. DECOTEAU, JR.
DIRECTOR

(LOUISIANA PURCHASE ROOM, SUITE 1-100, FIRST FLOOR, CLAIBORNE BUILDING, 1201 NORTH THIRD STREET, BATON ROUGE, LOUISIANA)

- Roll Call

THE STATE CIVIL SERVICE COMMISSION CONVENED ITS MONTHLY GENERAL BUSINESS MEETING AT 9:15 A.M. ON WEDNESDAY, MAY 4, 2016. PRESENT WERE CHAIRMAN DAVID DUPLANTIER, VICE-CHAIRMAN D. SCOTT HUGHES, COMMISSIONERS JOHN MCLURE, G. LEE GRIFFIN, C. PETE FREMIN, RONALD CARRERE AND KIMBERLY DELLAFOSSE.

- Opportunity for Public Comment (No Attachment)

ON MOTION DULY MADE, SECONDED, AND PASSED; THE COMMISSION TOOK THE SPECIFIED ACTION AS LISTED FOR EACH OF THE REQUESTS LISTED BELOW:

- 1) Public hearing to consider proposal to suspend performance adjustment authority for FY 16-17. (Details contained in General Circular 2016-004.)

Pre-registered requests to address the Commission: (Individuals should sign-in upon arrival.)

1. Richard Murray, Chief Executive Officer, East Baton Rouge Parish Housing Authority
2. Paul Aucoin, Executive Director, Port of South Louisiana
3. Sue Wheeler, LHC Chair for Civil Service Task Force Committee, Monroe Housing Authority
4. Deborah Hargrave, Executive Director, Kaplan Housing Authority

THE COMMISSION RECEIVED COMMENTS FROM THE DIVISION OF ADMINISTRATION COMMISSIONER JAY DARDENNE, STATE CIVIL SERVICE DIRECTOR DECOTEAU AND RECEIVED PUBLIC COMMENTS.

ON MOTION DULY MADE, SECONDED, AND PASSED BY A VOTE OF 5 TO 2; THE COMMISSION DEFERRED ACTION ON THIS PROPOSAL UNTIL JUNE. CHAIRMAN DUPLANTIER AND COMMISSIONER GRIFFIN OPPOSED THE MOTION TO DEFER.

- 2) WITHDRAWN

- 3) Request of the Department of Health and Hospitals, Office for Citizens with Developmental Disabilities to extend authority to exempt from the classified service, one (1) Clinical Director, in accordance with State Civil Service Rule 4.1(d)2, effective June 8, 2016, with no expiration date. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST AS RECOMMENDED BY STATE CIVIL SERVICE, EFFECTIVE JUNE 8, 2016 THROUGH JUNE 7, 2020.**

- 4) Request of the Office of State Inspector General to extend authority to exempt from the classified service, one (1) General Counsel, in accordance with State Civil Service Rule 4.1(d)2, effective June 1, 2016 through May 31, 2020. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 5) WITHDRAWN
- 6) Request of the Louisiana State Board of Private Security Examiners to establish a Crisis Leave Pool policy in accordance with State Civil Service Rule 11.34, effective May 4, 2016. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 7) Request of the Department of Culture, Recreation and Tourism to consider approval of a layoff avoidance measure in the form of a retirement incentive which includes an exception to State Civil Service Rule 17.9(a), for the Office of the Secretary. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST, EXCLUDING THE AGENCY'S REQUEST TO EXEMPT THREE KEY POSITIONS.**
- 8) Request of the Department of Culture, Recreation and Tourism to consider approval of a layoff avoidance measure in the form of a retirement incentive which includes an exception to State Civil Service Rule 17.9(a), for the Office of Cultural Development. (Representative of the agency to sign in at door upon arrival to answer any questions of the Commission.) **THE COMMISSION GRANTED THE REQUEST.**
- 9) Consideration of the Minutes of the Commission Meeting held on April 6, 2016. **THE MINUTES WERE APPROVED BY THE COMMISSION AS WRITTEN.**
- 10) Report on Evaluation Reports Issued
Human Resources Evaluation Reports:
 - Baton Rouge Community College
 - Louisiana Department of Education
 - Louisiana State Board of Nursing
 - Louisiana State Licensing Board for Contractors
 - Louisiana State Penitentiary(Appearance by Melinda Robert of the Department of State Civil Service.) **REPORTS WERE PRESENTED TO THE COMMISSION BY MELINDA ROBERT.**
- 11) Monthly Contract Review Report - **DIRECTOR DECOTEAU PROVIDED A SUMMARY OF CONTRACTS REVIEWED BY THE DEPARTMENT FOR THE PERIOD OF MARCH 24, 2016 THROUGH APRIL 18, 2016.**
- 12) Request of State Civil Service to adopt a Resolution for Chief Referee Martha Mansfield, who is employed in the Appeals Division of the Department of State Civil Service, appointing and empowering her to hear and decide any appeal that is pending before the State Civil Service Commission on April 11, 2016, as well as any appeal filed thereafter. **THE RESOLUTION WAS ADOPTED BY THE COMMISSION AS WRITTEN.**

- 13) Resolution to express gratitude and appreciation to all state classified employees for their outstanding service to the citizens of Louisiana. **THE RESOLUTION WAS ADOPTED BY THE COMMISSION AS WRITTEN.**
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- Director's Report *Byron P. Decoteau, Jr., Director*
 - *Director Decoteau updated the Commission on some legislative bills that the Department is watching closely and informed the Commission of the Department's plan to present them with a proposal for promulgation of rules regarding performance adjustments between gubernatorial election and inauguration day.*
 - *Director Decoteau reminded the HR Community that May 11, 2016 is the deadline to submit requests for consideration at the June 1st Commission meeting.*
 - *Director Decoteau briefed the Commission on the second Study Group meeting on compensation of classified employees. The Study Group will be discussing Performance Adjustments at its next meeting.*
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- Consideration of a motion to *recess / adjourn* for Executive Session to consider Applications for Review of Civil Service Appeals. (All Commissioners to verbally vote.) **ON MOTION DULY MADE, SECONDED, AND UNANIMOUSLY PASSED; THE COMMISSION AGREED TO ADJOURN FOR EXECUTIVE SESSION TO CONSIDER APPLICATIONS FOR REVIEW OF CIVIL SERVICE APPEALS.**
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THERE BEING NO FURTHER BUSINESS, THE MEETING ADJOURNED AT 11:21 A.M. ON WEDNESDAY, MAY 4, 2016.

RESPECTFULLY SUBMITTED,

BYRON P. DECOTEAU, JR., DIRECTOR

DAVID DUPLANTIER, CHAIRMAN